



# **USAID | AFGHANISTAN**

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID/306/18/13/OPPD**

**ISSUANCE DATE:** February 06, 2018

**CLOSING DATE/TIME:** February 20, 2018

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Project Development Specialist (Gender), FSN-10 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Brian Carney  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: USAID/306/18/13/OPPD**
- 2. ISSUANCE DATE: February 06, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 20, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Project Development Specialist (Gender) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-10 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, monitoring and coordination of overall implementation. OPPD is also charged with monitoring and evaluation of strategic results as well as resource management. This is a highly visible program with high-level United States Government (USG) interest. The Project Development Unit, where the Gender Unit is located, working within OPPD ensures quality management and control, adequate planning and performance monitoring, and consisting of programs with USG policy interest in Afghanistan.

The incumbent is responsible for ensuring that gender considerations are mainstreamed appropriately across all Mission programs. The incumbent serves in OPPD as a cross-cutting initiative and work closely with sector personnel, consult with implementing partners, other donors, and other relevant organizations to help design projects, review and sign off on proposed initiatives, address cross-cutting issues that arise during implementation, monitor progress and recommend modifications as necessary. The incumbent should stay abreast of developments and needs of women and girls nationwide in order to advise the Mission on appropriate courses of action. Further, the incumbent is expected to provide expert guidance on cross-cutting policies, strategies, programs and activities as well as full range of consultative, advisory, information-gathering, analytical

and evaluative technical services of broad scope and complexity on cross-cutting issues. The incumbent must be able to think and operate strategically and programmatically, analyzed complex situations in order to assist in the development of USAID strategic plans and programs, and assess the impact of host country policies and practices on USAID programs.

The Incumbent has a wide range of duties to include work planning, consultative, advisor, monitoring, management, data collection, analysis and evaluative services in specific areas of expertise. Further, the incumbent should be knowledgeable about and committed to the principles of gender equity and integration.

This position calls for flexibility, reacting to changing priorities, developing quick, accurate analyses, an ability to work under pressure, and a willingness to assume other job responsibilities for short periods of time due to the absence of staff in the OPPD.

## **2. Statement of Duties to be Performed**

The Project Development Specialist (Gender) is a part of the Gender Unit and serve under the supervision of the US Direct Hire (USDH) Team Leader for Gender. The incumbent works closely with all technical offices, USG inter-agencies (including the military), and consults regularly with beneficiaries, implementing partners and others to help integrate gender issues within the Mission portfolio. As such, the incumbent provides expert guidance on policies, strategies, programs and activities. The incumbent provides a full range of consultative, information-gathering, analytical, evaluative and written technical services of broad scope and complexity on these issues. The incumbent must be able to think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs. The incumbent must also be able to write clearly and convincingly and produce high quality and convincing written products, for many different audiences (including the USAID/Afghanistan website), with short deadlines. A commitment to, and strong capacity in, local capacity-building is essential.

The incumbent is responsible for proactively reaching out to the key government (both Government of Afghanistan (GoA) and United States Government (USG)) and private sector entities to increase awareness and engage in policy issues and prepare documents for Mission decision making, as well as updates on gender policies and programs and regular public outreach documents, including success stories for broad distribution. The incumbent is recognized as the Mission's authoritative person on gender issues, and little or no technical supervision is anticipated for these important tasks.

The incumbent has the following duties and responsibilities:

**Program Development and Implementation:**

- Provides programmatic guidance and support for gender mainstreaming in all USAID activities including reviews on proposals related to women and girls, and other cross-cutting issues; and to aid the Mission in development and carrying out of its Gender Strategy,
- Provides guidance and support for development of the Ministry of Women's Affairs, and provides support of gender in the National Development Budget,
- Supports USAID-funded Women's Resources Centers including the development of management, programming and funding to support activities in collaboration with other donors and aid agencies,
- Provides guidance on indicators, program monitoring plans and work plans relating to gender cross-cutting issues as required,
- Meets regularly with partners, international donors, and other agency groups involved in gender activities to help support and development GoA in the area of gender equality,
- Reviews Gender related information produced by the Mission for internal or external distribution,
- Shares the responsibility for developing capacity, reporting, coordinating, tracking and ensuring that USAID/Afghanistan's broad and ambitious development assistance portfolio is in compliance with gender policy, regulations and earmarks.

**External Relations:**

- Attends events in Afghanistan which highlight women's and girl's needs and initiatives, and other cross-cutting issues, especially the work of the Mission, and serves as liaison on women's programs for high profile delegation visits to USAID/Afghanistan programs, including arranging events, meeting and site visits,
- Represents USAID at donor coordination and advisory meetings including, but not limited to gender issues.

**Awareness and Advocacy**

- Informs the Afghan, international and American public and officials to cross-cutting issues and the work of USAID,
- Provides regular reports and information to the USG, and acts as liaison to high level delegation visits to Afghanistan, in order to promote awareness and understanding of USAID's efforts on behalf of Afghan women and girls, and other cross-cutting issues,
- Collaborates in the management of the Mission's Gender Point of Contacts Working Group,
- Provides training to internal and external staff on Gender issues,

- Works closely with other USAID/Afghanistan technical offices to ensure that cross-cutting issues are addressed in program designs.

### **Reporting and Other Monitoring Duties:**

- Monitors the effectiveness and progress of gender and other cross-cutting programs and provides advice to keep gender consideration at the forefront of all portfolio programs,
- Serves as the information repository for issues on gender cross-cutting themes, and stay up-to-date on information regarding gender cross-cutting themes; i.e. State Department report, internal organization reports, survey and programs.

### **3. Supervisory Relationship**

Employee is supervised by the Gender Unit Lead within OPPD. Employee is expected to be a self-starter and to work independently with minimal guidance. In addition, he/she is expected to exercise initiative in identifying tasks that need to be accomplished, and to develop corresponding approaches and methodologies. Assigned duties demand innovative thinking, sound judgment, personal initiative, and the ability to assume increasing responsibility and authority. Meets regularly with supervisor to discuss office/unit priorities, program objectives and related activities.

### **4. Supervisory Controls**

None.

## **10. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **12. POINT OF CONTACT:** Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A bachelor's degree in social-anthropology, cultural studies, heritage studies, history, international development, or social work is required. (Education requirement must be met at the time of application for the subject position).

**Work Experience:** The position requires a minimum of five (5) years of relevant experience with a proven track record of working with gender or women-related issues in either public, private, or academic sectors. Work experience must demonstrate ability to effectively work with host government organizations and policy makers to advance gender issues at the policy level; managing gender or women-related programs with international organizations, private sector firms or Non-for-profits (NGOs); ability to prepare documents and reports on timely and regular basis to management and other stakeholders; and experience in outreach and communication to advance gender issues is required. The incumbent must have a demonstrated practical experience and knowledge about the local conditions, capacities and challenges of Afghanistan, and/or experience that demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant research, analytical, or project management efforts. (Work experience requirement must be met at the time of application for the subject position).

**Language:** Incumbent must have Level IV (Fluent) of English speaking/reading/writing and Level IV (Fluent) in Dari and/or Pashto. (English language ability will be tested).

**Knowledge:** General knowledge of the function and operation of foreign aid programs, particularly in the Afghanistan context, and familiarity with the development community. A good knowledge of gender issues within the aid effectiveness framework. The incumbent must be able to travel and interact independently with local communities on culturally sensitive issues such as enhancing the role of women in decision making. She/he should be able to develop and maintain contacts with officials throughout the Mission and with external partners. A thorough knowledge and understanding of Afghanistan and development efforts that have taken place since 2001. This knowledge must be complemented by a thorough understanding of: 1) the country's economic, political, and cultural characteristics, 2) the social problems, resources, and 3) the context for women's empowerment and gender equity development prospects/priorities for Afghanistan. Must have good knowledge, or the potential to acquire such knowledge, of US legislation relating to development assistance, international development, monitoring and evaluation, budget management, programming policies, regulations, procedures and documentation; and of the objectives and methodology.

**Skills and Abilities:** The incumbent must be able to effectively identify, mobilize, and draw upon the expertise of technical and managerial personnel in the Mission and from Washington. Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. The incumbent should be able to function well in an intense, high stress, close-security environment with limited movement and high workload. A high degree of professionalism, discretion, team work and demonstrated outstanding interpersonal skills is a must in addition to sound judgement to make independent decisions. In-depth understanding of the Afghan context and understanding of gender dynamics and complexities will receive preference. The incumbent

must have strong analytical, financial management, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters. The incumbent must be able to function collaboratively and productively as a member of a multi-functional team, and must have the ability to work effectively in a team environment to achieve consensus on policies, activities, and administrative matters. Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations required.

### **III. EVALUATION AND SELECTION FACTORS**

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

- |                        |                   |
|------------------------|-------------------|
| • Work Experience      | 40 points         |
| • Job Knowledge        | 25 points         |
| • Skills and Abilities | 35 points         |
| Maximum Points:        | <b>100 points</b> |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and or to an oral interview.

### **IV. PRESENTING AN OFFER**

1. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line: **Project Development Specialist (Gender) (OPPD 1813).**  
Offers must be received by the closing date and time specified in **Section I, item 3.**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Application for Employment as a Locally Employed Staff (DS-174)  
[https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

**VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**BENEFITS and ALLOWANCES:**

- a. 25% Unique Conditions of Work Allowance (UCWA)**
- b. Transport Shuttle Service to Female Staff Only**
- c. Premium Pay**
- d. Leave Benefits**
- e. Medical Benefits**
- f. Death and Disability Benefits**
- g. Retirement and other end of service benefits**
- h. Travel and TDY Benefits**



## **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.